

## **Fairfax-Falls Church Local Human Rights Committee**

### **Meeting Minutes**

November 9, 2011 at 12:30 pm

**Committee Members in Attendance:** Judy Regner (Chair), Mary Jane Billinger (Vice-Chair), Louise Evertt, Ronald Lambert, and Joyce Stuart

**Committee Members Absent:** Pat Miles (member)

**Others in Attendance:** Tim Simmons (HR Advocate), Emily Radakovich (APTS), Joel Pace (MVLE), Kathy Hanyock (FX-FC CSB/Central Fairfax Services, Inc.), Missy King (Job Discovery, Inc.), Lisa Blecker (Fx-FC CSB), and Erin Bloom (LHRC Admin Support)

The meeting convened at 12:35 p.m. The October 12th minutes were approved with 2 corrections

#### **I. Restrictive Plan Discussion**

A motion for the Fairfax-Falls Church LHRC to go into Executive Session pursuant to Virginia Code Section 2.2-3711 (a) (15) for the protection of the privacy of individuals and their records in personal matters not related to public business, namely to review Behavior Plans and Quarterly Plans was proposed, seconded and approved. The LHRC went into closed executive session at 12:45 pm and came out at 12:57 pm, re-entered executive session at 1:00 pm and came out again at 1:32 pm. The behavior plans were reviewed by the committee.

#### **II. Advocate's Report**

No report was presented at this meeting.

#### **III. Thank you note from LHRC Committee Members to CFS**

Committee members Mary Jane Billinger, Joyce Stuart, and Judy Regner attended a peer support group meeting at Central Fairfax Services (CFS). Mary Jane presented a draft of a thank you at the November 9<sup>th</sup> meeting for Erin to type up and present for signatures at the December 14, 2011 LHRC meeting.

#### **IV. Committee Business Session**

##### Invitation to Regional Advocate –

Committee members would like to meet with Deb Lochart to clarify a statement that Deb may have made regarding the review of behavior plans in Northern Virginia. No date was set for this meeting.

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#### Hopewell House –

Mary Jane Billinger and Erin Bloom collaborated to create a notification of affiliate application termination letter. Judy will sign the letter at the December 14, 2011 LHRC meeting.

#### Sun Rise – requested documentation –

This item has been tabled until the December 14, 2011 LHRC meeting.

#### Signed Affiliate Agreements –

The affiliates have begun returning signed copies of the 2011-2012 affiliate agreements. 7 were presented for co-signature by LHRC Chair Judy Regner.

#### Annual Summary Presentation Dates

The decision to limit the annual presentation reports to the months of January – May, 2012 was discussed with the chair who had been absent at the November 9, 2011 meeting. Erin furnished an updated calendar of annual plan presentation dates.

#### Training Opportunities for Members–

Tim furnished a training manual to the members as an example of new member training. Tim also suggested the website [www.vajointtraining.org](http://www.vajointtraining.org) as a possible resource. The option of regional LHRC meetings was introduced; Louise offered to follow up with Deb Lochart to explore the process for further discussion at the December 14, 2011 LHRC meeting. Lisa Blecker will provide the committee with dates for CSB training for new employees which committee members could attend.

#### LHRC Log Update–

LHRC Advocate Tim Simmons did not have the log for this meeting. Notes were taken and will be used to update the log and track progress at the December 14, 2011 LHRC meeting.

#### Blue Ridge Residential Services – Notification of addition of new site

Catherine St. Ours, Risk Manager/Investigator with Blue Ridge Residential Services faxed in documentation notifying the LHRC; Tim Simmons, LHRC Advocate; and Ann Butz, Office of Licensing that a site had been added to the current affiliation agreement. Faxed notification is on file. The committee agreed to accept this site under the current agreement.

#### Quarterly Summary Review Procedure

The process for review of submitted affiliate quarterly reports was discussed. Tim suggested that information in regard to allowed content can be found in the Cooperative Agreement and in the Implementation of Recent SHRC Decisions re: LHRC Structure documents. The committee noted the procedure of submission with no presentation, reserving the option to request a presentation by the affiliate if it is needed to respond to questions from the

committee. Mary Jane Billinger, vice-chair agreed to write a response letter to be forwarded to each affiliate via email. Mary Jane presented a draft of this letter to Erin for processing in time for the December 14, 2011 LHRC meeting.

#### Quarterly Summaries

11 Quarterly reports were submitted to the LHRC. Each report was reviewed by the present committee members. Responses were noted and will be forwarded to each affiliate via a letter composed by Mary Jane Billinger, vice-chair.

#### Committee Member visit to Richmond

Joyce reported that she and Pat had attended a meeting in Richmond at the Department of Medical Assistance Services (DMAS).

#### Consumer wages earned

Louise inquired about payment of wages to consumers, with a specific reference to the federal minimum wage. Lisa Blecker (FX-FC CSB staff with Intellectual Disability Services) agreed to look into the matter and report back.

The meeting was adjourned at 4:35 pm. The next meeting is scheduled for **Wednesday, December 14<sup>th</sup> at 12:30 pm** in **Room 836A** of the Pennino Building, 12011 Government Center Parkway, Fairfax County Government Center Complex.